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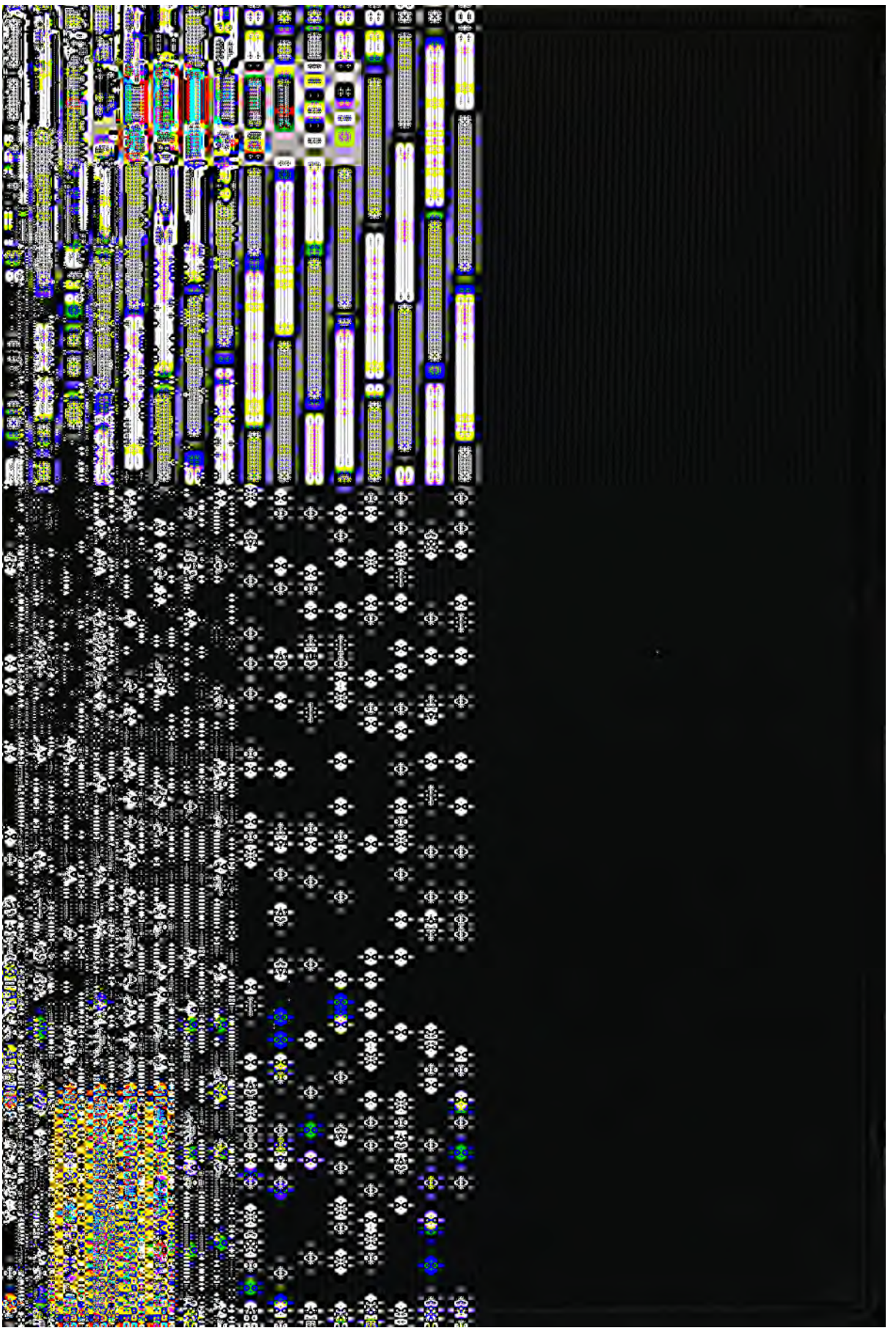
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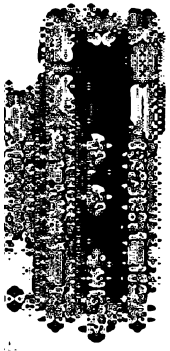
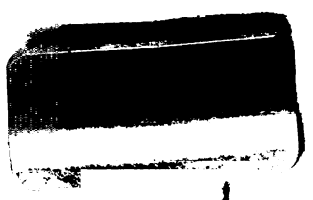
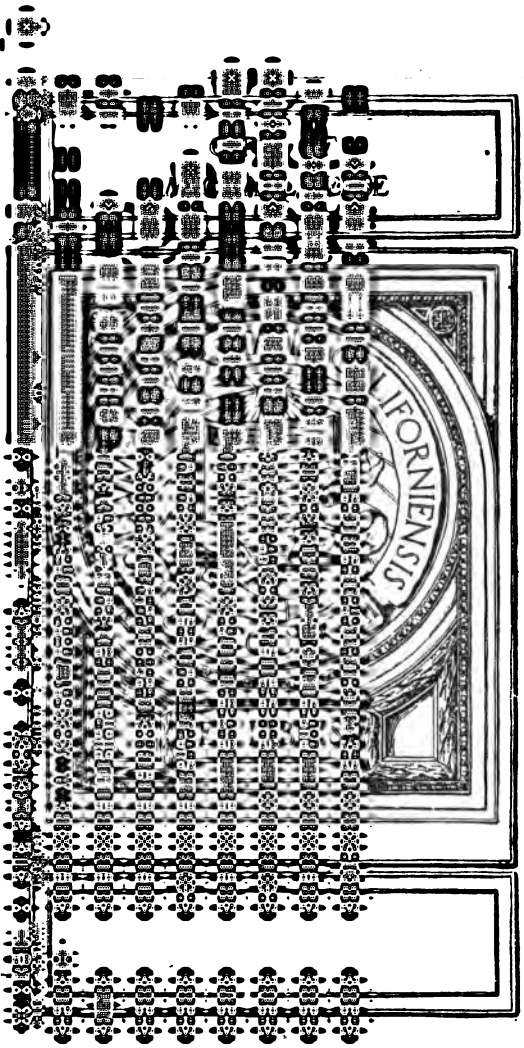
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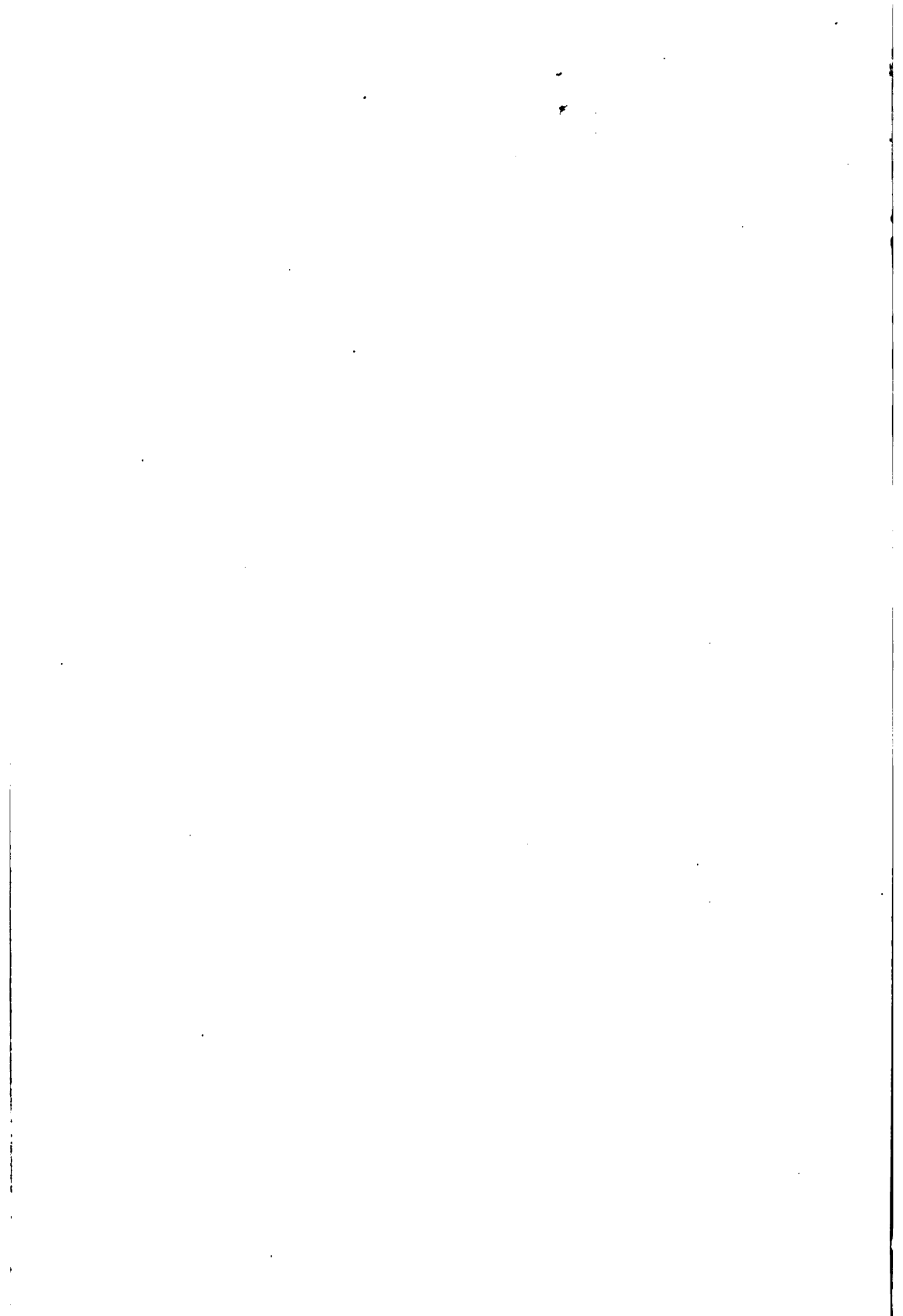


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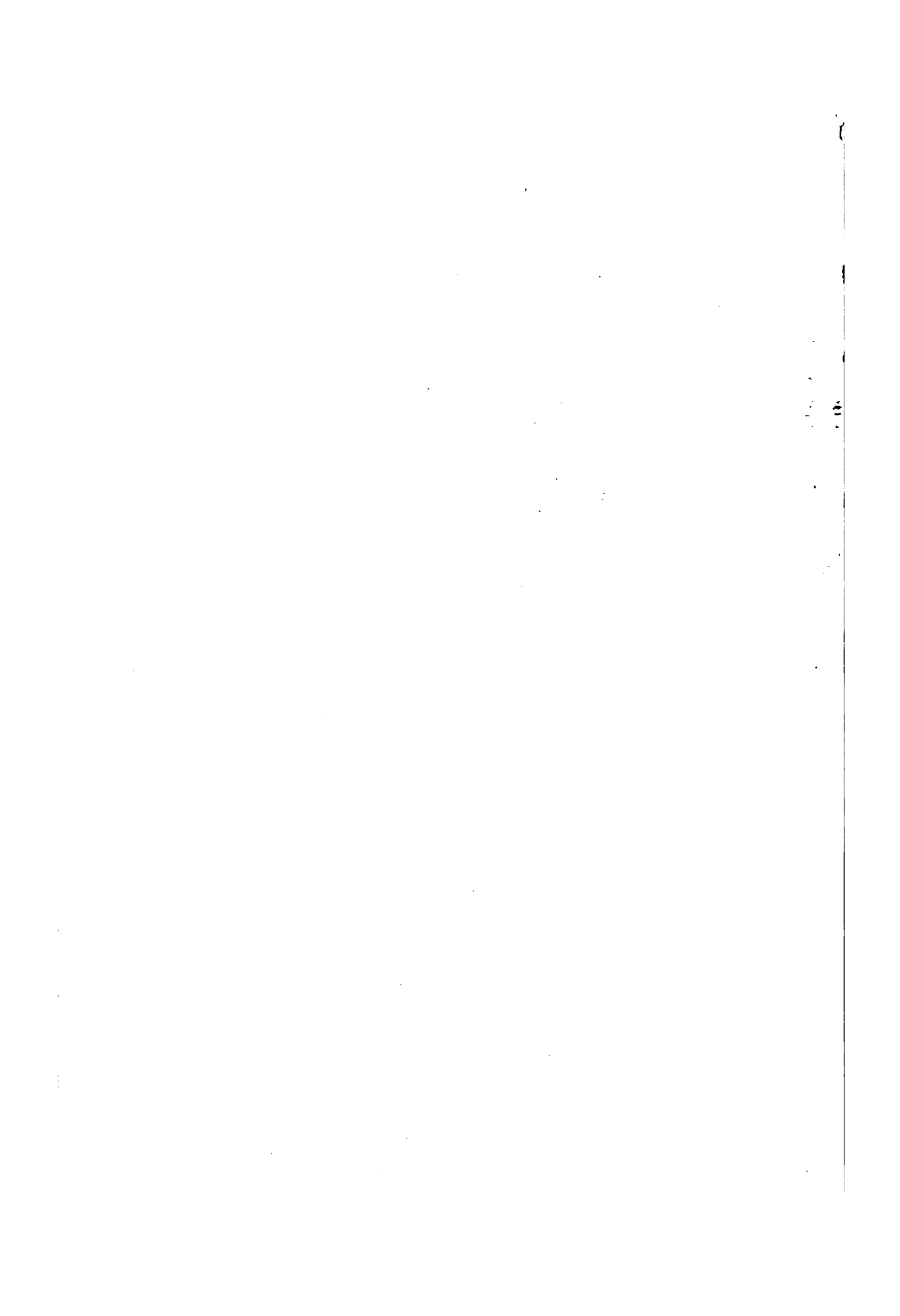
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**A LIBRARY PRIMER
FOR HIGH SCHOOLS**



A LIBRARY PRIMER FOR HIGH SCHOOLS

By

HENRY ORMAL SEVERANCE
LIBRARIAN, UNIVERSITY OF MISSOURI

UNIV. OF
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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is essential for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and analysis processes, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that the data remains reliable and secure throughout its lifecycle.

5. The fifth part of the document discusses the importance of data governance and the role of various stakeholders in ensuring that data is used ethically and in compliance with relevant regulations and standards.

6. The sixth part of the document provides a summary of the key findings and recommendations from the study. It emphasizes the need for a holistic approach to data management that integrates all aspects of the organization's operations.

7. The seventh part of the document includes a list of references and a glossary of key terms used throughout the document. This section is intended to provide additional context and resources for readers interested in the topics discussed in the document.

8. The eighth part of the document is a conclusion that reiterates the main points of the document and expresses the authors' confidence in the findings and recommendations presented.

9. The ninth part of the document is an appendix that contains supplementary information, such as additional data, charts, and tables, to support the main text of the document.

10. The tenth part of the document is a final section that provides contact information for the authors and a list of acknowledgments to those who assisted in the research and writing of the document.

PREFACE

The Primer was first issued as a University Bulletin in the Library Series. The demand for the work was so great that the first edition of 1000 copies was soon exhausted. The purpose of the Primer is to furnish a guide for teachers who wish to organize high school libraries. It will be found serviceable also to the librarians of small public libraries.

The importance of the modern high school library is being stressed by educators at the present time. They are insisting upon the organization, equipment and the efficient administration of such libraries. The committee on accredited schools of the University of Missouri insists upon adequate library facilities as a condition of accrediting high schools. The college library also must reach the standard in size and quality and efficiency before it is given the rank of a Junior College. The present method of teaching—the laboratory method—presupposes adequate library facilities. In fact, no really good high school is possible without good library facilities.

In preparation of this Library Primer, I have made use of similar publications, and am indebted to Mary E. Baker and Emma K. Parsons, members of my own staff and to Elizabeth B. Wales, Secretary of the Missouri Library Commission, for their criticisms and suggestions.

HENRY O. SEVERANCE,

Columbia, Missouri.

March 1, 1917.

Librarian.

UNIT 1: THE HISTORY OF THE UNITED STATES

The United States has a long and rich history that has shaped the nation into what it is today. From the early days of exploration to the present, the country has experienced many challenges and triumphs.

In the early 17th century, the first European settlers arrived in North America, seeking new opportunities and a better life. They established colonies that would eventually become the United States.

The American Revolution was a pivotal moment in the nation's history, as the colonies fought for independence from British rule. The signing of the Declaration of Independence in 1776 marked the beginning of a new nation.

The 19th century was a time of westward expansion and the discovery of gold in California. This period also saw the rise of the Industrial Revolution, which transformed the economy and society.

The Civil War (1861-1865) was a defining moment in American history, as the nation fought over the issue of slavery. The war resulted in the abolition of slavery and the preservation of the Union.

The late 19th and early 20th centuries were characterized by rapid industrialization and the growth of the United States into a world power. The Progressive Era sought to address the social and economic challenges of this time.

The World War I era (1914-1918) saw the United States emerge as a major global power. The war led to significant changes in the country's role in the world and its domestic policies.

The Great Depression (1929-1939) was a period of severe economic hardship that led to the implementation of New Deal policies by President Franklin D. Roosevelt. These policies helped to stabilize the economy and provide relief to the suffering.

The mid-20th century was marked by the Cold War, a period of tension between the United States and the Soviet Union. This era also saw the Civil Rights Movement, which fought for equality and justice for African Americans.

The Vietnam War (1955-1975) was a controversial conflict that tested the nation's resolve and led to significant social and political changes. The war ended in 1975 with the fall of South Vietnam.

The late 20th century was a period of economic growth and technological advancement. The United States continued to expand its influence globally, while also addressing domestic issues such as the AIDS crisis and the end of the Cold War.

The early 21st century has seen the United States navigate the challenges of globalization, terrorism, and economic uncertainty. The country remains a leading power in the world, with a rich and diverse cultural heritage.

As the United States moves forward, it faces new challenges and opportunities. The nation's history and values continue to shape its identity and its role in the world.

CHAPTER I

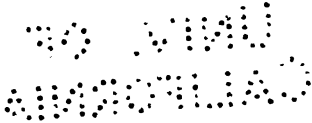
THE PARTS OF A BOOK

(a) Physical parts.

If we should dissect a book, we would find that it is made up of a number of sections, and each section of a number of leaves. The sections are known as forms or signatures and are usually numbered by figures, the number being placed on the lower right-hand corner of the first page of the section. These sections are made up of sixteen leaves in the medium sized books and four leaves in the folio books.

The leaves of each section are sewed together. At the middle of each section in the fold between the two pages, the long stitches are visible. These sections in turn are fastened to each other in sewing. In new books, all the sewing is done by machinery. In rebinding, it is done by hand and the sections are sewed to tapes or cords.

In binding a new book in cloth, the book is pressed, the back rounded, and a strip of thin cloth, called "super," is glued on the back to reinforce the sewing and to form supports for the cover. This strip projects about half an inch each side of the book. The covers for such books, called "cases," are put on, and the projecting edges of the super are pasted to the inside of the covers forming the hinges. The blank leaves in the front and in the back of the books are called "fly leaves." Then the end paper is



pasted on over this to the inside covers of the book. The super, which is not so strong as cheesecloth, is not durable. It is especially liable to break, on account of the glue, when the book is opened violently the first time.

The sizes of books are indicated as follows:

4to=Quarto 10" to 12" in height.

8vo=Octavo 8" to 10" in height

12mo=Duodecimo 7" to 8" in height

16mo=Sixteenmo 6" to 7" in height

To open a stiff new book, hold it with the back down on a table, letting the covers lie open so that they also touch the table. Open the leaves a short distance from the front and then an equal distance from the end, gently pressing them down; open a few more leaves from the front and again at the end, and so on until you reach the middle of the book. Do this to ease the book a couple of times if necessary. Opening a new book quickly or forcing it open is liable to "break its back."

(b) The printed parts of a book.

The principal parts of a printed book are: the title page, preface, contents, text, and index. Frequently there are only two parts, the title page and the body of the book, as in the case of many novels. In most books, the title page is preceded by a half title, sometimes called the binder's title, which is often the same as the title printed on the back of the bound book. The copyright notice is usually on the back of the title page. Many books have a dedication which is on the page following the copyright notice. A few writers find it convenient to put illustrative matter, statistics, and the like in an appendix. The appendix follows the text and precedes the index.

Title page.—The title page contains the title of the book, the author's name, the publisher, date and place of publication. The edition other than the first is printed on this page, as is also the name of the editor or translator, if it is a book which has been edited or translated by another writer. The title usually gives an indication of the contents of the book, such as "Guide to periodicals and serials," which indicates the content and scope of the book. The name of the author followed by a list of his works or by the names of the societies of which he is a member indicates to a large extent the value of the work. The edition of the work designated as revised, enlarged, etc. indicates that the book has been corrected, or rewritten, and additions made. The term "edition" is often used for "impression". The publishers may run off five thousand copies of A's History in 1913 and from the same plates with a new date on the title page a thousand in 1914. This would be a new impression. The copyright date is the infallible guide to the date the book was printed. Publishers as a rule secure new copyrights whenever any corrections or additions have been made in the text of the work. The date on the title page is frequently misleading.

The name of the publisher will tell whether one may expect a correct text. The name of Houghton, Mifflin & Company or the MacMillan Company, for instance, on the title page means that the book is worth while, that the text is free from omissions and mistakes, and that the typography and paper are excellent. The names of certain publishers are practically a guarantee that the mechanical features of the book are first class.

Preface.—The "preface", frequently termed "introduction", usually gives the writer's purpose in writing the book and, in

general terms, the content and scope. Occasionally, the introduction is written by a friend of the author who is in entire sympathy with the author's aims and views. A "foreword" is another term sometimes used for introduction.

Contents.—The table of contents follows the preface and precedes the list of illustrations. The table is a list of the titles of the chapters, or of the subjects treated in the book. The list is arranged, not alphabetically, but in the order of treatment in the book. These titles are usually brief but may be of sufficient length to indicate the scope and content of the chapters. The classifier can usually determine from the title page, preface, and contents the subject of the book and consequently the class to which it belongs.

The text.—This is the main part of the book and is usually divided into chapters. Explanatory notes and references to source material are printed at the bottom of the pages in smaller type. They are separated from the text so as not to interrupt the thought with too much detail. In case the reader may want further information, he can secure it by examining the references given at the bottom of the pages. The text is frequently separately paged, but later books run consecutive paging for preface, contents and text.

Index.—An index is an essential adjunct to a large work and a great convenience to a small one. It is an alphabetical list of all subjects treated in the text with the numbers of the pages on which they are mentioned. "It is the key to the book". When there are several volumes in a work, the index is in the last volume.¹

¹See Ward, *Practical use of books*, p. 8, for illustration of indexes.

CHAPTER II

REFERENCE BOOKS

The Circular of information to accredited schools contains a good list of books to be purchased for high school libraries.² It is the purpose of this chapter to suggest and describe others which are distinctively "reference books". We mean by this term those books which are used in the library to answer questions. They are books not to be read through but to be consulted for information. They are books which are liable to be used any minute to answer questions. They are books containing a great many facts, and include such works as dictionaries, encyclopedias, almanacs, yearbooks, and the like. This list is somewhat restricted thru a desire to describe only those which would be recommended for a small library.

Dictionaries.³

There are two excellent medium priced dictionaries: The New international, and The New standard. The one or the other should be in every school whether a district school or a high school.

²This circular may be secured by addressing Dr. J. H. Coursault, editor of the Education series of the University bulletins, Columbia, Mo.

³For an evaluation of dictionaries see Lee, Dictionaries. Library Journal, V. 39, p. 179.

Webster's New International Dictionary, Springfield, Mass., Merriam, \$12. It contains about 400,000 words. This work has been thoroughly revised. The supplementary material which had been published in the Supplement from 1890 to 1909 has been included in the main work. Statistical matter was added, and a few other changes were made in 1913. The supplementary lists, with the exception of the geographical gazetteer and the biographical dictionary, have been incorporated in the main work. Each page is divided horizontally by a heavy black line. Above this line are the words in general use, below are the unusual, the obsolete, abbreviations, and the like. The definitions are concise, illustrations ample, quotations plentiful, and synonyms good. Has 7000 synonyms and 6000 pictorial illustrations. It is a "dictionary of long standing and has a reputation for all round use".

The New Standard, N. Y., Funk & Wagnall, \$12, is a revision of the Standard made in 1913 and contains about 450,000 words. It is full of illustrations and quotations. It is encyclopædic in character, giving fuller definitions than are usual in a dictionary. Proper names and abbreviations are included in the body of the dictionary. Has 7500 synonyms and 7000 pictorial illustrations. "A popularly arranged and good all round dictionary, particularly for office and journalistic use."

The Century dictionary and encyclopædia, N. Y., Century Co., \$75, revised in 1911, has been placed on the market at a great reduction, owing to the publisher's discontinuing the work. It is a scholarly work containing dictionary and encyclopædic features, cyclopædia of names, and an atlas. It contains about 500,000 words, is rich in quotations, and well illustrated. Has 7000

synonyms. It is worth while for the small school libraries, and is indispensable for the larger libraries. It can be purchased now for about \$30 in buckram binding.

Encyclopaedias.⁴

The encyclopædia differs from the dictionary in that the former treats subjects, the latter words. The two are somewhat combined in the Century dictionary and encyclopædia. The whole realm of knowledge is the province of the encyclopædist. It is a "work in which the various topics included under several or all branches of knowledge are treated separately". The modern general encyclopædia is alphabetical in arrangement, and treats 40,000 to 80,000 different subjects. For reference work, the encyclopædia is the indispensable tool. Every library, therefore, should have a good encyclopædia.

New International Encyclopaedia, ed. 2, 24 volumes, N. Y., and Kansas City, Mo., Dodd, Mead & Co., \$120. This work was thoroughly revised 1914-16. It is a scholarly work, carefully edited, with excellent maps and illustrations, is popular in its treatment of technical subjects, embraces about 80,000 topics, is full of cross references, and is first class in every way and unsurpassed as a ready reference work. The work will be kept up to date by the New international yearbooks. "Its strength is in its all-roundness".

Encyclopaedia Britannica, ed. 11, 1910, 29 volumes, N. Y., Cambridge University Press, \$135. This is a standard scholarly

⁴For a critical comparison of Encyclopaedias see Lee, *Reference Books*, *Library Journal*, V. 38, p. 587.

work of reference. The articles were rewritten for this edition. The larger subjects like geology have broken up in smaller divisions. It still retains many monographic features. The whole work is indexed in volume 29. It is, therefore, a scholarly reference work, but not a ready reference work in the sense that the New international encyclopædia is.

There are several cheaper encyclopædias which have worth. If a library cannot afford one of the encyclopædias described above it might purchase Appleton's New practical cyclopædia, six volumes, N. Y., 1910. \$18. This is a small popular work.

Indexes to Periodicals.

The value of periodical material is greatly enhanced by indexes. The index is a key to the articles published in the journals analyzed. There are indexes covering the several fields of knowledge, but the indexes to general literature are the only ones recommended to small libraries.

Poole's index to periodical literature.—Abridged in one volume. Boston, Houghton, Mifflin & Co., \$12. This indexed 37 magazines from 1815 to 1899 and with a supplement, 1899-1905, \$5, brings the titles up to 1905.

Readers' guide to periodical literature, White Plains, N. Y., The H. W. Wilson Co. This contains an author and a subject index to sixty-two magazines and to a considerable number of books. It is published monthly with monthly, quarterly and yearly cumulations, at \$12 a year. The quarterly numbers may be furnished to libraries which receive currently not more than twenty periodicals indexed in the Guide, for \$4 a year. The

annual Eclectic catalog which preceded the Quarterly cumulations of the Guide, could be purchased from the H. W. Wilson Company for \$3.50. The work beginning in 1908 together with the quarterly numbers of the Guide would be sufficient for the small library.

The Poole indexes, not abridged, and the Readers' guide with its supplement and monthly cumulations are indispensable in the larger libraries.

Information, \$2 a year, N. Y., R. R. Bowker Company. This periodical is a continuation of Index to dates of current events. It gives information on current events and references to dates when the material appeared in the newspapers.

Other good indexes are:

Readers' guide supplement, which indexed 74 periodicals not covered by the indexes listed above, and published by the H. W. Wilson Company, White Plains, N. Y.⁵

Industrial arts index, a subject index to a selected list of engineering and trade periodicals and published by the H. W. Wilson Company, White Plains, N. Y.⁵

A. L. A. Index to general literature, which indexes books of a composite nature like essays, monographs, papers, etc. Published by American Library Association, Chicago. 1911. \$6. Supplement 1914, \$4.

Guide to Current periodicals and serials of the United States and Canada, 1914. Ann Arbor, Mich., George Wahr, \$2.50. Part 1

⁵Price depends upon the number of magazines indexed, which are received by the subscribing library.

is an alphabetical list of the periodicals with publisher, place and date of publication. Part 2 is a classified list of the periodicals given in part 1.

Sociology.

Bliss, New encyclopaedia of social reform.—N. Y., Funk Wagnall, \$7.50. Recent information on social problems will be found in the current magazines such as the Survey and the American journal of sociology. The encyclopaedia is a compact work of reference, designed for workers and students of social reform. It was written by specialists and contains references on the topics discussed.

A Guide to reading in social ethics and allied subjects.—Cambridge, Mass., Harvard University, \$1.25. The purpose of the work is to give a selected list of books on such subjects as social institutions, social service, industrial education, immigration, religious education, etc. The descriptive notes following the titles of the books indicate the value of the works.

Statistics, Annuals, etc.

Current statistics are found in periodicals and the annual publications described below.

World almanac, 60 cents in cloth binding, N. Y., The World. Annual. This is probably the most useful book in the library and should be in every school. It covers practically every topic on which one wishes statistical information.

Statesman's year book, N. Y., MacMillan Co., \$3.50. Annual. This is one of the most important year books. It gives descriptive

and statistical information in regard to all the countries of the world such as area, population, government officials, education, religion, finance, production, commerce and the like.

The statistical abstract of the United States. Free. This is published annually and is the most useful summary of statistics relating to the United States.

U. S. Census office. Abstract of the 13th census.—Free. Contains in condensed form the principal statistics of the 1910 census on population, agriculture, manufacturing, and mining. Many libraries will find the ten volumes of the 13th census and the census reports on special subjects very useful.

U. S. Congress. Official congressional directory.—Free. A new issue is published at the beginning of each session of Congress. It contains names and addresses of congressmen and other government officials, including U. S. consuls and foreign consuls in the United States.

These government publications may be secured through representatives and senators in Congress.

Wyer, J. I. jr. U. S Government documents in small libraries, Chicago, American Library Association, \$0.15. Gives method of securing documents and descriptive list of documents suitable to smaller libraries.

Yearbooks.

American yearbook published annually, N. Y., Appleton & Co. \$3.

Arranged in 33 departments in which are grouped articles on related subjects.

New international yearbook published annually. N. Y. and Kansas City. Dodd, Mead & Co. Complete review of the events of the year arranged alphabetically by subjects. Well illustrated, excellent maps. \$5 cloth. \$6 library buckram.

Missouri blue book.—Official manual of the State of Missouri published annually by the Secretary of State. Free. Should be in every library in the state. It is a comprehensive work giving biographical sketches of all state officers, the departments of the state government, the state institutions, political parties, etc. It is a handbook of information on Missouri.

Missouri red book, published annually by the Bureau of Labor Statistics. Free. Gives information on labor resources, advantages, opportunities, and production of the State.

Other States publish similar reference books.

Education.

Monroe, Paul, *Cyclopedia of education*, 5 volumes, The Macmillan Company, \$25. The best work of its kind.

U. S. Bureau of education, Washington D. C. Bulletins and annual reports. These can be had from the Bureau on request. They contain useful material for any library.

Useful Arts.

Hopkins, A. A., *Scientific American cyclopædia of formulas*, N. Y., Munn & Co. \$5. 15000 recipes and formulas used in the trades, arts and household. Covers such subjects as inks, vermin exterminators, dyes, bleaches, garment cleaning, photographic formulas, extracts, syrups, bronzing and gilding.

Literature.

Hoyt and Ward. Cyclopædia of practical quotations, N. Y., Funk & Wagnall, \$6. Arranged under subjects instead of chronologically like Bartlett's, English quotations first, then Latin and foreign. Full indexes. The most useful work for quotations by subjects.

Brewer, E. C. Dictionary of phrase and fable. New ed., Phila., Lippincott, \$3.50. "Derivation, source and origin of common phrases, allusions, and words that have a special meaning." Appendix contains a list of English authors and their works.

Warner, Charles D. Library of the world's best literature, ancient and modern, 31 volumes, N. Y., Warner Library Co., \$77.50. Can be purchased second hand for about \$30. Best compilation of its kind. Furnishes a mine of information which cannot be found in the ordinary school or public library.

Stedman, Edmund C. and Hutchinson, E. M. Library of American literature, 11 volumes, N. Y., Charles L. Webster & Co., \$33. Contains selections from American authors, sketches of their lives, list of noted sayings, etc., "The design is to afford the reader a general view of the course of American literature from the outset."

Bryant, William C. New library of poetry and song, with his review of poetry, and poetry from the time of Chaucer. N. Y., Baker and Taylor. \$5.00 Popular poems and poetical extracts. Indexes.

History, Biography and Geography.

Harper's dictionary of classical literature and antiquities, N. Y., American book company, \$10. Includes Greek and Roman antiquities, biography, geography, history, literature, mythology. Has illustrations and maps. Best all-round classical reference book for a school library."

Lippincott's biographical dictionary, Philadelphia, Lippincott, New ed. by Heilprin, \$8. An excellent general biographical reference book bringing the record of noted persons down to the close of the 19th century.

Lippincott's new gazetteer, Philadelphia, Lippincott, \$10. It is a geographical dictionary of the world. The most comprehensive American work of its kind.

Brewer, E. C. Historic note book, latest ed. Philadelphia, Lippincott. \$3.50.

Harper's Encyclopaedia of United States history, 10 volumes. N. Y., Harper and Brothers. Second-hand about \$10.

There are several good reference books on historical subjects such as Larned's History for ready reference, 7 volumes, \$35.00, and Hayden's Dictionary of dates, but for the small library Harper's Encyclopaedia would answer most questions on American history.

Cram's Universal Atlas, Chicago, George F. Cram, \$10.

Rand McNally Unrivalled atlas of the world, Chicago, Rand McNally, \$7.

Shepherd, W. B. Historical Atlas, (Am. hist. ser.) N. Y., Holt, \$2.50.

Of the larger atlases, the Library atlas of the world, 2 volumes, Chicago, Rand McNally, \$25 is the latest and best. The Century atlas which is a volume of the Century dictionary is very satisfactory.

Who's Who in America. Chicago, Marquis. \$5. Revised biennially. Brief biographies of living men.

Debating Material.

Debaters handbook series, \$1 each. These handbooks of which twenty-seven have been published, furnish bibliographies on all the questions treated and give selections from magazines and from other material on the various questions such as woman suffrage, municipal ownership, and the like. The H. W. Wilson Company who publish the handbooks, loan articles printed in magazines, either singly or collectively at a nominal price. If a library should wish to borrow several articles on any debate question it could get them from this firm.

Craig, Asa H. Pros and Cons, N. Y., Hinds & Eldridge, \$1.50. Complete debates with questions fully discussed on both sides.

Foster, William H. Debating for boys. N. Y., Sturgis and Walton. \$1.

Phelps, Edith M. Debaters' manual. White Plains, N. Y., H. W. Wilson Co., \$1.

CHAPTER III

BOOK SELECTION, BUYING AND ACCESSIONING

Book Selection

It is an easy matter to select the first hundred books for a school library as the law requires them to be selected from the list published by the Superintendent of Public Instruction of the State.⁶

Schools accredited by the University of Missouri are urged to purchase from the list issued in the Circular of information to accredited schools, 7th edition, 1915, part III, Suggestions for the equipment of libraries. Outside of these lists there is some latitude of choice. The following are desirable helps:

A. L. A. booklist.—Chicago, American Library Association, \$1 a year. This is the best source from which to select current books. The purpose of this periodical is to help small libraries make selections for purchase. Brief descriptions and evaluations are given.

A. L. A. catalog of 8000 volumes for a popular library well selected and classified. 1904. Washington, Superintendent of Documents. \$1. The work contains the best books on all subjects. Part I is a classified catalog; part II is a dictionary catalog of

⁶See Course of study for rural and graded schools, 1913, p. 168 and Course of study for Missouri high schools, 1914, p. 79.

authors, titles and subjects. The decimal and the expansive classification numbers follow every title. The book is therefore helpful in the selection of books and in classifying them for the shelves.

A. L. A. Catalog supplement. 1904-1911. Chicago, American library association, \$1.50.

Brown, Zaidee. Buying list of books for small libraries. 1913. Chicago, American library association, 10 cents. Copies may be secured free of expense by libraries in Missouri by requesting them from the Missouri State library commission, Jefferson City, Mo.

Magazines.

A few good general magazines are desirable. The following list is suggestive. It includes magazines in which high school students and teachers will be interested.

Century	\$4.00
Independent	4.00
Literary digest	3.00
National geographic magazine	2.50
Outing	3.00
Popular mechanics	1.50
Review of reviews (American)	3.00
Scientific American	4.00
Scribner's	3.00
Survey	3.00
World's work	3.00
Youth's companion	2.00
Reader's guide. Quarterly cumulations	4.00

(This will index the magazines taken in the library).

Cards for recording the current issues of magazines may be secured from any supply house. I would suggest the following form:

Yr	Vol	Jan	Feb	Mar	Apr	May	Je	Jl	Aug	Sept	Oct	Nov	Dec	Bind	Returned

If the library can afford other helps it should subscribe to the Cumulative book index, monthly with an annual cumulation. The H. W. Wilson Co., \$12.00. This gives all the necessary information about new books to enable one to place orders. It also gives the order number of the Library of Congress printed cards.

Children's Books.—Even the small library must provide literature for children. The librarian need make no mistake in selecting books for children's reading in as much as several excellent lists have been prepared. One of the best of these is *Catalogue of books*

annotated and arranged by the Carnegie library of Pittsburgh for the use of the first eight grades in the Pittsburgh schools. The books are arranged by grades. The publisher, price and class mark are given. A copy might be secured free from the Carnegie library.

Another excellent book is Hewin's *Books for boys and girls*, 3d edition, 1915. Chicago, American library association, 20 cents.

The United States Bureau of Education has issued a circular with the title ; 1000 good books for children. Classified and graded list prepared by the National Congress of Mothers literature committee. 1914. Free. The University library has recently issued *Books for children*, a list of 107 books which is intended to aid in selecting books for children. Free.

Book Buying

It is usually the best policy to purchase books through the local book store, provided the book store can furnish the books practically as cheap as book stores in large cities. If a book should be imperfect or damaged, or the wrong edition or the wrong title sent, it would be more convenient to return it to the local store. On the other hand a large reliable firm which makes a specialty of furnishing books to libraries, can usually supply the books cheaper than the local store, and the library has the advantage of the expert service of experienced bookmen who can discriminate between editions and select the most satisfactory ones for the library. In either case, the cost of transportation must be taken into account. Library books could be shipped along with the local bookstore books thereby lessening freight charges and getting shipments oftener. It is more desirable to have new books coming into the library at frequent intervals than to have large shipments once or twice a year.

Seldom, if ever, should purchases be made through subscription agents. Subscription books can usually be secured through book dealers on favorable terms. Furthermore, the works offered by agents can usually be secured from second hand dealers, at one-half or two-thirds of the subscription price. It is not economy for a small library, or for any library with limited funds, to buy fine illustrated editions and editions in fine bindings. It is best to buy standard editions of well known authors in readable type on good paper and in durable bindings.

Make carbon copies of all orders and keep the duplicate copy on file. In the order, give author, title, place and date of publication, as: *Ward, Gilbert O. Practical use of books and libraries. Ed. 2. Boston, Boston Book Company 1914.* Inform the bookseller how to send, whether by mail, express or freight. When the books are received check them with the invoice and with the order list, crossing out all titles which have been received and noting those not supplied. These last should be reordered. Return at once any book not ordered or which is imperfect. The source, date received, and cost should be written in the book just back of the title page. Books should be collated to detect imperfections. Open the books as described elsewhere, cut the leaves with a paper knife using care not to tear the leaves in cutting.

Accessioning.

The accession book should contain a list of all the books belonging to the library. It should give the source of the book, the price paid (if purchased) and the name of the donor if it was presented. As soon as a book has been checked by the invoice and collated, it should be accessioned. The number of the book in the

accession record should be put into the book on the bottom of the second page following the title.

The accession book will furnish statistics for the annual report; will identify lost books, and will serve as an inventory for insurance purposes if the library should be destroyed by fire. It is the library's chief record and should contain a complete history of every volume on its shelves.

The condensed accession book, press board covers, 1000 lines, a book to a line, costs only \$1.00, Library Bureau. Directions for accessioning are printed in the book with a list of abbreviations and directions for the use of capital letters.

After the book has been accessioned, marks of ownership should be placed on its pages. Several kinds of stamps may be used for this purpose. In the small libraries, a rubber ink stamp would answer the purpose and would be inexpensive. It should have in clear type the name of the library and should be stamped on the title page and some other page in the books such as page 99 or page 49, and the outside front cover of magazines.

Book pockets are desirable and can be made inexpensively. A square slip of paper about three by five inches tipped with paste on the bottom and the four corners to the inside front cover answers every purpose. If there is a book plate the inside back cover could be used for the pocket. Loan cards, the proper size to insert in the pocket, may be made from card board or stiff paper. Pockets with library rules printed on them and the loan cards to be used in them may be purchased if so desired. These cards should have the author's name and brief title and the call number on them.

CHAPTER IV

CLASSIFICATION AND CATALOGING

Classification

Books should always be arranged by classes even though the library is small. It is most convenient to have all the histories of the United States together; all the American literature by itself; all the arithmetics by themselves and so on. The purpose of classifying the books is to bring likes together, that is, books which treat of the same subject. The books should be arranged alphabetically by the author within the classes.

Books should not be classified by title. Examine the table of contents, read the preface or introduction, and if necessary, read parts of the book, especially the conclusion. The table of contents will not always give the character of the book. Usually, the preface contains a statement of the author's purpose in writing the book and his theme.

There are two systems of classification in use: the Expansive and the Decimal, but probably only one is used in the small libraries the Dewey decimal system. An abbreviated form of this system will be found in the appendix. The *Abridged Decimal Classification and Relatif Index Revised*, may be secured from Library Bureau, Chicago, in cloth at \$1.50. This abridged edition would be serviceable to libraries having 1000 volumes or more to classify. The classes could be subdivided more minutely.

There are ten general classes, each divided into ten divisions. Then a decimal point is used and the division carried out until the classification is as minute as desired. The numbers thus obtained are assigned to books, and the books are arranged in simple numerical order, the numbers being treated as decimals. Thus 512 algebra precedes 513 geometry and follows 511 arithmetic. These numbers are called class numbers. If we take 942 as an example, the analysis of the number is:

Class 9—history.

Division 4—European history.

Section 2—history of Gt. Britain.

This class number is combined with another number called the book number which distinguishes one author from another in the same class such as, Nathaniel Hawthorne from Julian Hawthorne and Oliver Wendell Holmes, and insures the book's falling into alphabetical sequence. The class number and the book number form the call number which should be placed on the back of the book, on the book pocket, back of the title page and on the upper left hand corner of the catalog cards, example:

025—class no.

W21—book no.

The two form the call number.

In small libraries having fewer than 1000 volumes, a book number is not necessary. Only the first letter of the author's name should be used.

In individual biography the book number should be taken from the surname of the person written about so that all of his lives will come together on the shelves. In public documents consider the government as the author such as *Missouri. State dept. Legislative manual.*

In the case of societies use the name of the society, association or institute as author, such as *American chemical society. Journal.*

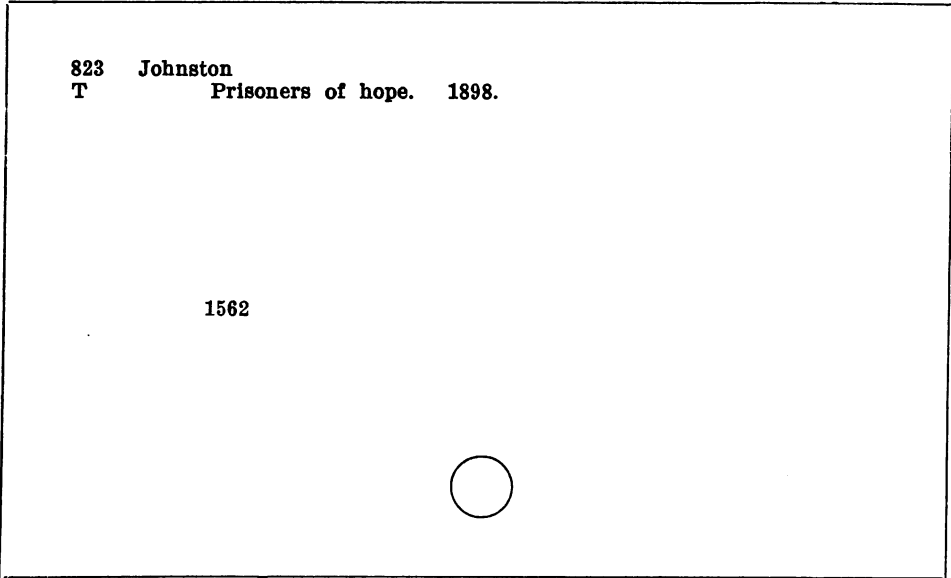
In periodicals take the book number from the title of the periodical such as *North American review.*

In anonymous books take the book number from the title of the book. In fiction many libraries assign no class number but arrange the books alphabetically by authors. If a class number is desired, 823 could be used for all fiction in the English language.

Shelf List.

A shelf list is a list of the books as they stand on the shelf in the order of their classification. This is usually made on cards. If printed cards are used in cataloging, one card, after having the call number and the accession number entered upon it, may be used for the shelf list. If cards are typed or written by hand, the author and short title with the call number and the accession number are sufficient. The following illustration shows the form to be used:

Figure 1.—Shelf list card.



The shelf list is useful in taking the inventory of the books, which is called "reading the shelves." It shows the number of books in the various classes such as American literature, history and the like.

Cataloging

Library catalogs are made on cards, 3 x 5 inches in size and arranged alphabetically including authors, titles and subjects. These cards are filed in trays with rods passing through holes in the bottoms of the cards to hold them in the tray. The catalog is an index to the library and is more important for the readers than the shelf list. It can be kept up to date by inserting cards for


the new books from day to day. Every book in the library is represented by two cards, often by three cards or more, an author card, a subject card and a title card.

Author Card.

Write the call numbers on the upper left hand corner of the card on all cards except cross reference cards. Write the author's forename, if there is only one and use initials if more than one, surname first, on the top line. Indent under author's name for title.

Figure 2.—Author card.

823	Johnston, Mary	
T	Prisoners of hope: a tale of colonial Virginia.	378 p. 1900.



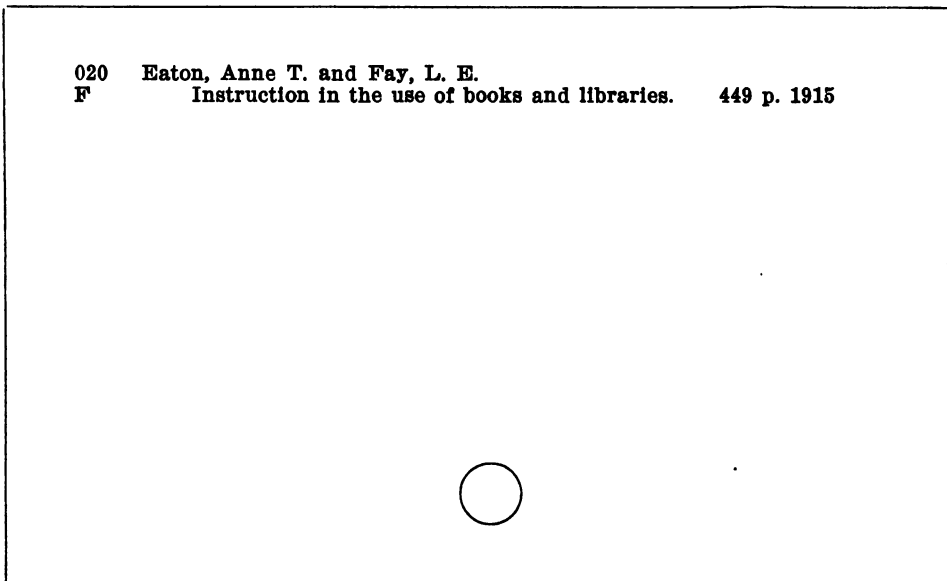
In joint author cards, write both names as indicated.

Figure 3.—Joint author card.

020 Fay, Lucy E. and Eaton, A. T.
F Instruction in the use of books and libraries. 449 p. 1915.



Figure 4.—Joint author card.



When the author has a pseudonym use a cross reference card.

Figure 5.—Reference for pseudonym.

Grayson, David, pseud., see

Baker, Ray Stannard



Collections are cataloged under the editor's or compiler's name, or when no general editor is given under title. See figure 7.

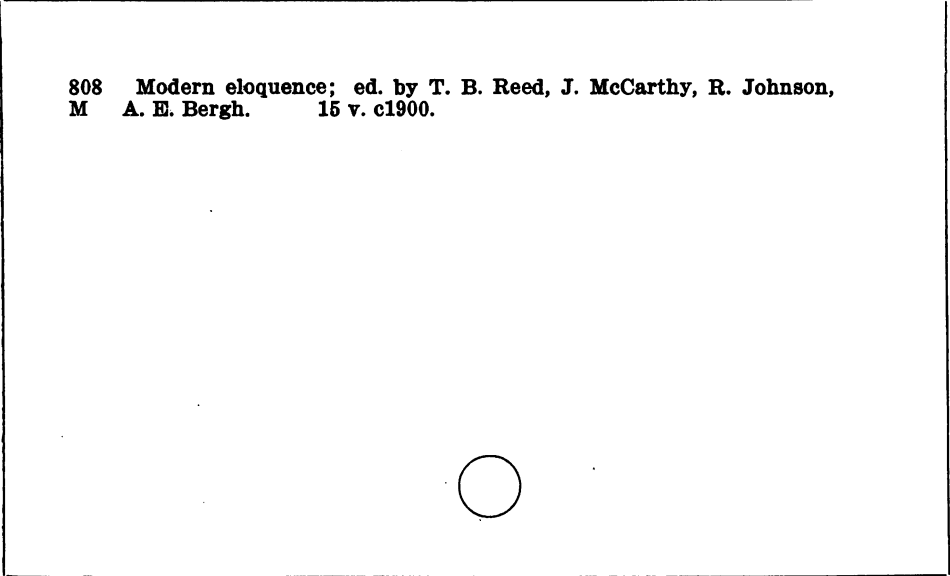
Figure 6.—Editor card.

820 Bryant, William C., ed.
B New library of poetry and song. 1100 p. 1910.



When the author's, the editor's, or the compiler's name is not given, catalog the work under the title.

Figure 7.—Title card.



808 Modern eloquence; ed. by T. B. Reed, J. McCarthy, R. Johnson,
M A. E. Bergh. 15 v. c1900.

Catalog the publications of a society or an institution under the name of the society.

Figure 8.—Name of society as author.

010 American library association
Am A. L. A. catalog. 2 v. in 1. 1904.



Catalog a state or city publication under the name of the state or city.

Figure 9.—Name of state as author.

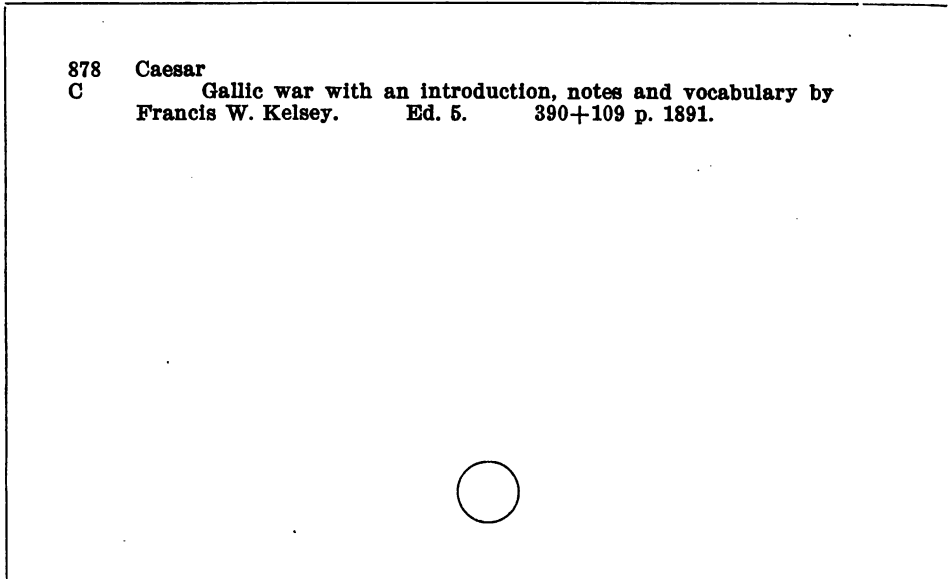
320 Missouri. State dept.
M Official manual of the state of Missouri.

Library has
1911-12
1913-14
1915-16



Always copy the title from the title page, not from the half title, nor from the title printed on the back of the book. Capitalize no words in the title except the first word, proper names, and adjectives derived therefrom. The articles, *a*, *an*, *the*, occurring as the first word in a title should be omitted. The name of the translator or editor should appear in the title as,


Figure 10.—Editor's name in title.



When the translator or editor is a noted man, an editor or translator card should be made for him as,

Figure 11.—Editor card.

878	Kelsey, Francis W.,	ed.
C	Caesar	
	Galic war.	Ed. 5. 390+109 p. 1891.



When two books are bound together by some one other than the publisher use form as shown in figures 12 and 13. The call number is assigned to the first of the two books.

Figure 12.—Two books bound in one.

821 Goldsmith, Oliver.
G Vicar of Wakefield. 301 p. c1896.

Bound with this is Scott, Walter, Lady of the lake



Figure 13.—Two books bound in one.

821 Scott, Walter
G Lady of the lake. 245 p. c1895.

Bound with Goldsmith, Oliver, Vicar of Wakefield



The number of pages in the books in single volumes should be given using the paging of the body of the work. If the work is in two or more volumes give the number of volumes as,

Figure 14.—Method of indicating volumes.

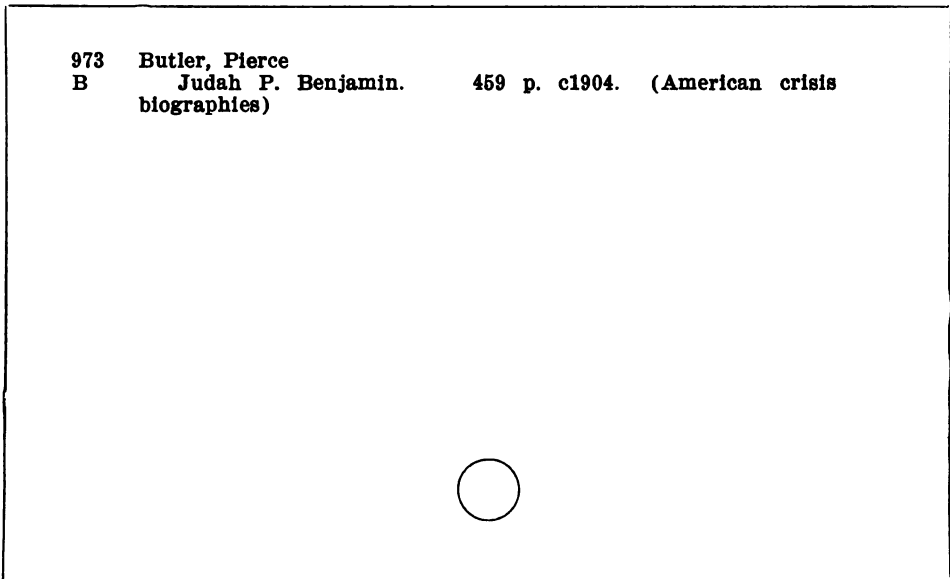
972 Rives, George L.
R United States and Mexico. 2 v. 1913.



Give the date of publication as on the title page. In case of two volumes of different dates give inclusive dates. If this is lacking give copyright date found on back of title page. In writing this date, it should be preceded by a small c, thus: c1885.

Give name of series and volume in parentheses after the date.


Figure 15.—Method of indicating copyright date and series.



A series card should be made like figure 16.

Figure 16.—Series card.

American crisis biographies			
921 B	Butler, Pierce.	Judah P. Benjamin.	c1906.
921 C	Hunt, G.	John C. Calhoun.	1908.

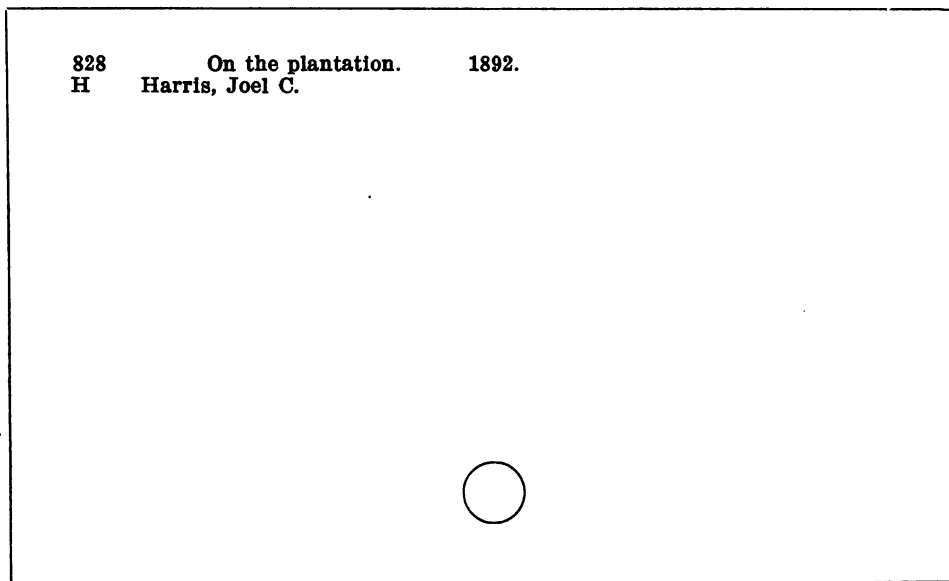


When the volumes in the series are numbered the volume number is placed before the title as: v. 1 Butler, Pierce. Judah P. Benjamin. c1906.

Title card.

Cards bearing the title on the top line and the author's name beneath should be made whenever a book is likely to be known by its title. This is true of all fiction and of story books and in cases of striking titles. In writing title cards, keep the indention of both author and title the same as that of the author card.


Figure 17.—Title card.



Periodical cards are similar to title cards. The title or name of the periodical should be indented.

Figure 18.—Periodical card.

050	Century		
C			
	Library has:		
v. 53-54	1896-7	v. 86 to date	1913 to date
60-61	1900-1		
73-74	1906-7		



Books, the authors of which are not known, are entered under title with the author line vacant, except anonymous classics such as Arabian Nights which are cataloged like figure 19.

Figure 19.—Anonymous classic.

Arabian Nights
The Arabian nights entertainment: selected and arranged
by A. Lang. 424 p. 1908.



Subject cards.

A subject card has, as a heading, the name of the subject of which the book treats. The subject headings are usually written in red ink at the top of the card, indented, with the call number in the usual place. Below the subject heading make an exact copy of the author card. In other words write an author card, then write the subject heading indented above the author's name and the result will be the subject card.

Figure 20 a.—Subject card.

973	Benjamin, Judah	
B	Butler, Pierce	
	Judah P. Benjamin.	459 p. c1906. (American crisis biographies)





Figure 20 b.—Subject card.

972	Mexico	
R	Rives, George L.	
	United States and Mexico.	2 v. 1913.



Considerable care should be exercised in assigning subject headings so as to avoid confusion in the catalog. Take as a guide the headings used in the American Library association catalog of 1904, and when other headings are used make a permanent note of the words used as headings and of all references made thereto.

Analytical cards.

In the small library every bit of information should be made available. A chapter in a book or an article in a magazine may be worth a subject card in the catalog. These subjects may take the form of an author, a title, and a subject analytical card. The sample cards, Figures 21a, 21b, 22, 23, will fully illustrate these entries.

Figure 21 a.—Author analytical card.

808 Burke, Edmund
M Conciliation with America. (In Modern eloquence v. 11,
p. 368-428)



Figure 21 b.—Author analytical card.

828 Marlowe, Christopher
K Tragic history of Dr. Faustus. (In Kettle, J. S. Works
of British dramatists. 1875 p. 127-139)



Figure 22.—Title analytical card.

828	Dr. Jekyll and Mr. Hyde	
St	Stevenson, R. L. (In his Treasure Island.	n. d.)





Figure 23.—Subject analytical card.

680	Kites
H	Hall, A. N.
	Home-made kites. (In his Home-made toys. c1915 p. 9-20)

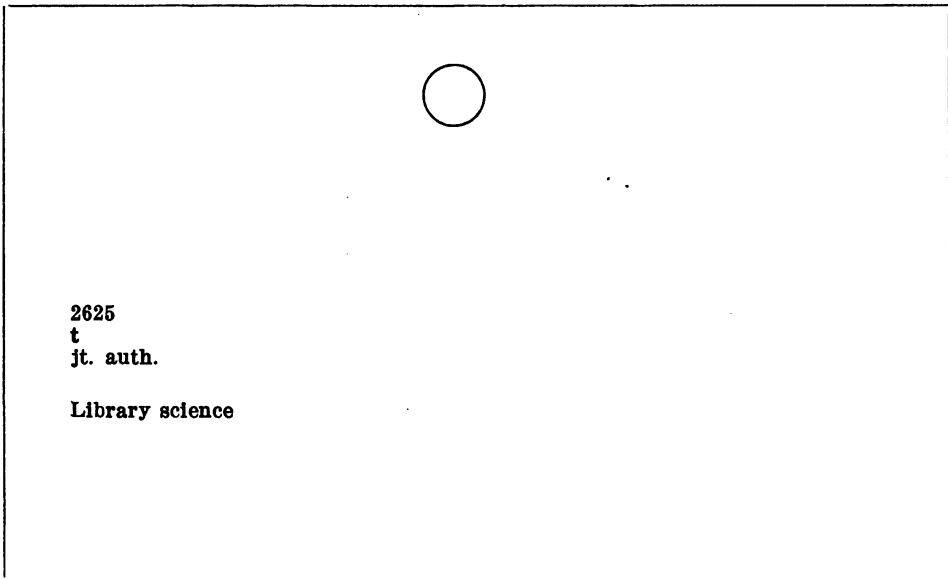
**Cross Reference Cards.**

Cross reference cards refer the reader to the author, the title or the subject which gives further information. The reference may be from a pseudonym to the real name as Twain, Mark, see Clemens, Samuel L.; or from a general subject like philosophy to a special subject like hygiene.

Tracings.

Tracing is of value to the librarian as a record of the cards made for each book. The record is made on the back of the author card and should indicate the headings of all the other cards made for that book. Use t. to indicate title cards and jt. auth. to indicate joint-author cards but write out names of subjects in full, and use surnames to indicate editors or translators for which extra cards have been made. The accession number should also be written on the back.

Figure 24.—Tracings on back of author card.



Library of Congress Printed Cards.

It is advisable from the economic standpoint and from the point of accuracy and neatness to purchase printed cards from the Library of Congress. It would be the exception for the small library to acquire a book for which the Library of Congress doesn't have printed cards. The Library prints cards for all copyrighted books and all other books acquired either by purchase or by gift. A duplicate of the order list could be sent to the Library of Congress as a card order. The Library of Congress prints only author cards. The subject, title and other cards are indicated at the bottom of the card with occasionally alternate forms in brackets. If there are two subjects indicated, then the librarian should order five cards; one for the author, one for the shelf list and one for each of the subjects and one for title if the title is distinctive. The subjects would need to be written above the author's name. There is a formula used in ordering which will bring the desired number of cards. Write to the Library of Congress and ask for Methods of ordering cards. The cards cost approximately 2 cents for the first card, and $\frac{1}{2}$ cent each for the duplicate cards. If four cards on one author were ordered, the cards would cost about $3\frac{1}{2}$ cents. The printed cards solve many difficulties for the librarian.⁷

⁷For further information on cataloging consult, Fellows, Jennie D., *Cataloging rules*, 1915. State Library, Albany, N. Y.

ALPHABETTING CARDS

Cards in the public catalog should be filed alphabetically by the author, title, and subject, forming a dictionary catalog. When the subject and the author are alike, the author card should be filed in front of the subject as

London, Jack (person)

London, England (place or subject)

London and its environs (title)

Proper names beginning with *Mc* and *St* should be arranged as if spelled out—MacIntosh, Saint Louis.

Arrange compound names of places as separate words as

New, John

New Hampshire

New Legion of Satan

New York

Newark

Newfoundland

Newspapers

The articles *a*, *an*, and *the*, at the beginning of titles are disregarded in alphabetting.

Guide cards.

Buff bristol guide cards, in thirds, should be used in the catalog to insure convenience in finding the desired author, title, or subject.

CHAPTER V

PREPARATION OF BOOKS FOR THE SHELVES

Charging System, Mending, etc.

After the book has been classed and cataloged, the call number should be written above the book pocket on the inside cover of the book, depending of course on the position of the book pocket. If the library has no book plate, the pocket may be pasted on the inside of the front cover. The call number should also be written on a label pasted on the back of the book. The Dennison label A16 extra gummed has been found most satisfactory in the University library. This should be placed on the books at a uniform height from the bottom edge of the book. An inch and a half or two inches is a good height. The call number should be written on the label after it has been pasted on the book. India ink is the best; Higgins or other brands will do. Shellacking the label after lettering tends to prevent soiling the label and helps to hold it on.

An inexpensive pocket consists of a plain manilla slip of paper $3\frac{1}{4} \times 4\frac{3}{4}$ inches, costing about 40 cents a 1000. The card for this pocket should be a Bristol card 2×5 inches, and would cost about \$1.50 a 1000. Cards and pockets with or without printing may be secured from the supply houses. At the top of the card, write the call number, the author and title. The lines below

(65)

are for the reader's name and date. When the reader borrows the book he should sign the card.

Charging System.

The library meets the public at the loan desk. In small libraries the reference work is done here and general information is given out. It is the place to make friends of the public. A system of charging books must be simple and expeditious, so that the reader suffers no inconvenience by delays and incorrect records.

If pockets are put into books and cards made for the pockets as described above, the matter of charging is very simple. Take the card from the pocket and let the reader sign it. Then stamp the date the book is due on the book pocket and on the card. Let the reader take the book, file the card in the date file back of the date when the book is due. Usually books are loaned for two weeks at a time with a privilege of renewal. When the book is returned, open the book and look for the date on the pocket. Look in the card file for the corresponding date. Take out the card, stamp date of return, and insert it in the pocket. The book is then ready to be shelved again.

Fines of at least 2 cents a day are usually charged on books not returned on time.

Bindings and Repairs.

In the first chapter on the physical parts of a book, we dissected a volume to ascertain how the parts were put together. We found that the sections or forms were sewed to tape or cords, and to one another. When the thread holding a form to its com-

panion breaks and lets the form loose, the book should be re sewed. If a leaf becomes loose, put library paste on the inside edge, put it in place in the book and press it down with a paper knife. Another way to fasten in leaves is to use opaque gummed paper. Two or more leaves may be tipped in, in this way. The danger comes from the additional strain on the form to which they are fastened. When the form gives way there is only one thing to do—rebind the book.

For the repair of torn leaves use transparent adhesive tape, which comes in spools. When books come out of the covers, use double stitched binder. Remove the super and glue from the back. Then take the cover and with an eraser or some sharp instrument remove the super on the inside back edge of the cover. Then moisten the gummed cloth, lay the cover on its back, set the book into it, bring up the covers against the book and press the gummed cloth against the covers. This method is well illustrated in Gaylord Brothers Catalog of library supplies. If the cloth on the back of the book is worn, torn and dirty, it should be removed and another back put on by pasting the strip, the exact size, to the covers. Then the title can be printed on in black or white ink. A typewritten label might be pasted on the back.

Magazine Binders.

There are several good temporary magazine binders. The one found most serviceable at the University is the spring back-binder manufactured by W. G. Johnston & Company, Pittsburg, Pa. Price varies with the size of the magazine. An inexpensive temporary binding is made from heavy manila card board. Cut the board the right size for the magazine, cut off the front out-

side cover and paste it on the board. Perforate the boards and the magazine, and fasten the covers on with shoestrings. Press board could be used instead of manila card board. The flexo binders manufactured by the Gaylord Brothers are good, cheap binders, and are used by some large libraries.

Pamphlet Binders.

The Gaylord Brothers have a very satisfactory binder for temporary or permanent use. The gray photo-mount binders are good, and cost about \$5.00 per hundred.

Care of Books.

The life of a book will be greatly lengthened if the following "don'ts" are observed.

- Don't let the direct rays of the sun strike the backs of the books.
- Don't crowd books on the shelves so that one of them cannot be withdrawn without pulling others off the shelf.
- Don't let a book fall upon the floor.
- Don't pick it up by one cover.
- Don't lay a book on the table with the open face downward.
- Don't put anything on top of an open book.
- Don't set a book on its front edge; the binding will break.
- Don't use a book as a portfolio to carry notes and paper in.
- Don't use a lead pencil for a book mark.
- Don't mark or mutilate a book.
- Don't turn the corners of the leaves down.
- Don't handle a book with dirty hands.
- Don't pull a book off the shelves by taking hold of the top of the binding.

CHAPTER VI

EQUIPMENT AND SUPPLIES

Equipment.

The library reading room should be well lighted both by day and night. The north light is preferable for day. The desk light is to be preferred for evening. The lamp should be properly shaded to keep the direct rays from the eyes of the reader. The library rooms should be well ventilated and heated.

Shelving.

The shelving should be placed against the wall spaces of the room. If this space is not sufficient then free standing cases can be installed. The cases should be made with adjustable shelves. The cases should be not over seven feet high which would accommodate seven shelves, six of which are moveable. The stationary shelf should be three or four inches above the floor so that it will not catch all the dust. The shelves should be three feet long, and eight inches wide. These can be made by the local carpenter or steel cases can be purchased. The bottom shelves might be twelve inches wide to take the folio books. In estimating the capacity of shelving, use eight books to the foot as a basis. The current periodicals could be laid on their sides on the shelves in one section devoted to periodical literature, or a few pigeon holes could be made for them. These holes should

be 12 inches high, 10 inches wide and 12 inches deep for the average sized periodical. A few larger ones might be made for the folio ones like the Scientific American.

Tables and Chairs.

The size of tables depends upon the size of the room. Tables ten feet long and three and a half or four feet wide make convenient study tables. Such a table will accommodate twelve readers. Any good chair will answer the purpose. Arm chairs take up too much room at the table. Sheboygan chairs, costing about \$2.00 each, have been found economical and satisfactory.

Librarian's desk and chair.

These may be secured thru a local dealer. The flat-top desk and swivel chair would cost about \$25.00. The desk should have drawers on either side of the opening in front. It should be placed near the exit so that readers must pass by the librarian's desk. In small libraries, there should be free access to the shelves. If the library can afford it, a charging desk should also be provided.

Supplies.

Secure catalogs from the following firms. Order by numbers and descriptions as given in the catalogs. Items not mentioned in this list may be useful. The descriptions and illustrations in the catalogs will be suggestive.

Democrat Printing Company, Madison, Wisconsin;
Gaylord Brothers, Syracuse, N. Y.;
Globe Wernicke Company, Cincinnati, Ohio;

Library Bureau, 6 North Michigan Avenue, Chicago, Ill. ;
Library of Congress, Washington, D. C. (for information
on printed cards).

Shaw-Walker Co., Muskegon, Mich.

- Accession record. 2000 line condensed accession book. \$3.00.
Size rule with scale for book sizes. 20 cents.
Classification. Dewey decimal classification. Abridged. Cloth,
\$1.50.
Card catalog. 4 tray catalog case about \$8.00.
Catalog cards and shelf list cards. (6000). If cards are to be
written by hand get "Ruled for pen" cards. If typewritten,
get unruled cards. Get best grade of cards which will cost
from \$1.75 to \$3.00 a 1000. If printed cards are to be used
get not more than 1000 blank cards at first.
Buff bristol guide cards. 200 in thirds. Same size as catalog
cards. 50 cents per 100.
Book pockets 2000. Printed with rules for borrowers \$2.50 to
\$4.00 a 1000.
Book cards or charging cards. Ruled. 75 cents to \$1.25 a 1000.
Charging tray 55 cents.
Date guides, 1-31 in buff bristol (one set) 35 cents.
Band dater and ink pad, about 75 cents.
Dennison. Extra gummed labels, plain white. A16 oblong. 25
cents to 30 cents a box, containing 1000.
Higgins. India ink for marking labels. 25 cents a bottle.
Carters' "Koal black ink".
Carters' fast red ink.
Rubber stamp having name of the library. 50 cents.
Blank slips of paper 3 by 5 inches for notes.
White shellac, 10 cents.
Ammonia 5 cents.

Camel's hair brushes. For shellac ($\frac{1}{4}$ inch) and for paste ($\frac{1}{2}$ inch).

Library paste.

Mending materials. Consult the catalogs.

Stationery.

Tray for shelf list. Shelf list may be filed in a part of the catalog.

It would be preferable to have a drawer for this purpose which should be kept on the librarian's desk. It could be kept in the boxes in which the cards were received.

Cork pen holders.

Good stub pens.

Covered glass inkwell.

Desk blotters.

Hand blotters.

Hard and medium lead pencils.

Best knife steel eraser.

Rubber eraser.

Shears.

Flat bone or ivory paper knife. 50 cents.

APPENDIX.

ABRIDGED CLASSIFICATION

Libraries having 1000 volumes and more should purchase a copy of the abridged decimal classification which gives many necessary subdivisions not indicated below.

CLASSIFICATION

- 000 **General Works.**
- 010 Bibliography, (Includes book catalogs of all kinds).
- 020 Library economy (Includes administration of libraries, library reports, bulletins, aids to reading, etc.).
- 030 General encyclopaedias, such as the New international.
- 050 General periodicals and newspapers such as Century and Harper's.
- 060 General societies, Transactions such as American academy of arts and science.
- 070 Journalism.
- 100 **Philosophy.**
- 150 Psychology.
- 200 **Religion, General works.**
- 205 Periodicals.
- 220 Bible and works on the Bible.
- 290 Mythology and non-Christian religion.
- 300 **Sociology, General works.**
- 305 Periodicals.
- 310 Statistics, census reports and annuals like world's almanac, Statesman's yearbook.
- 320 Political science, (Includes political parties, immigration, suffrage).
- 330 Economics, (Includes capital, labor, banking, money, finance, protection and free trade, etc.).

- 340 Law.
- 350 Administration of central government, of municipal government, organization of the army and navy.
- 360 Associations, (Includes charity, hospitals, prisons, reformatories, etc.).
- 370 Education.
- 370.5 Periodicals.
- 378 College and University education.
- 380 Commerce. Domestic and foreign, post office, canal, river, and ocean transportation.
- 390 Customs, (Includes books on women, gypsies, folk lore, etc.).
- 420 English dictionaries, grammars, readers.
- 430 German dictionaries, grammars.
- 440 French dictionaries, grammars.
- 470 Latin dictionaries.
- 480 Greek dictionaries.

- 500 Science, General works.
- 505 Periodicals.
- 510 Mathematics.
- 511 Arithmetic.
- 512 Algebra.
- 513 Geometry, trigonometry, etc.
- 520 Astronomy.
- 530 Physica.
- 540 Chemistry.
- 550 Geology.
- 570 Biology, evolution, ethnology.
- 580 Botany.
- 590 Zoology.
- 610 Medicine.
- 611 Anatomy.
- 612 Physiology.
- 613 Personal health, care of body, recreation.
- 614 Public health.

- 620 Engineering.
- 630 Agriculture.
- 640 Home economics.
- 650 Printing, publishing, bookkeeping, shorthand, business manuals.
- 680 Basketry, weaving, leather and woodwork, and amateur manuals.
- 700 Fine arts.
- 710 Landscape gardening—parks, towns, drives, etc.
- 740 Drawing, design, decoration.
- 750 Painting.
- 780 Music.
- 790 Amusements, indoor, and out-door sports.
- 800 Literature, General.
- 808 Collections, like Modern eloquence.
- 810 American literature.
- 820 English literature.
- 823 (This might be used for English and American Fiction).
- 828 English and American authors arranged alphabetically by authors' names.
- 830 German literature.
- 838 German authors.
- 840 French literature.
- 848 French authors.
- 870 Latin literature.
- 878 Latin authors.
- 880 Greek literature.
- 888 Greek authors.
- 900 History.
- 905 Periodicals.
- 910 Geography, maps, atlases.
- 920 Biography, Collected works such as Appleton's cyclopaedia of American biography.
- 921 Individual biographies arranged alphabetically by the name of the individual written about.
- 930 Ancient history and antiquities.

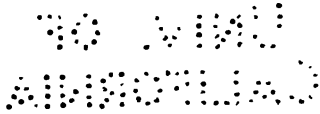
- 937 History of Rome.
- 938 History of Greece.
- 940 History, description and travels of Europe. European War.
- 942 History of Great Britain.
- 943 History of Germany and Austria.
- 944 History of France.
- 945 History of Italy.
- 946 History of Spain and Portugal.
- 947 History of Russia.
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- 970 History and description of North America.
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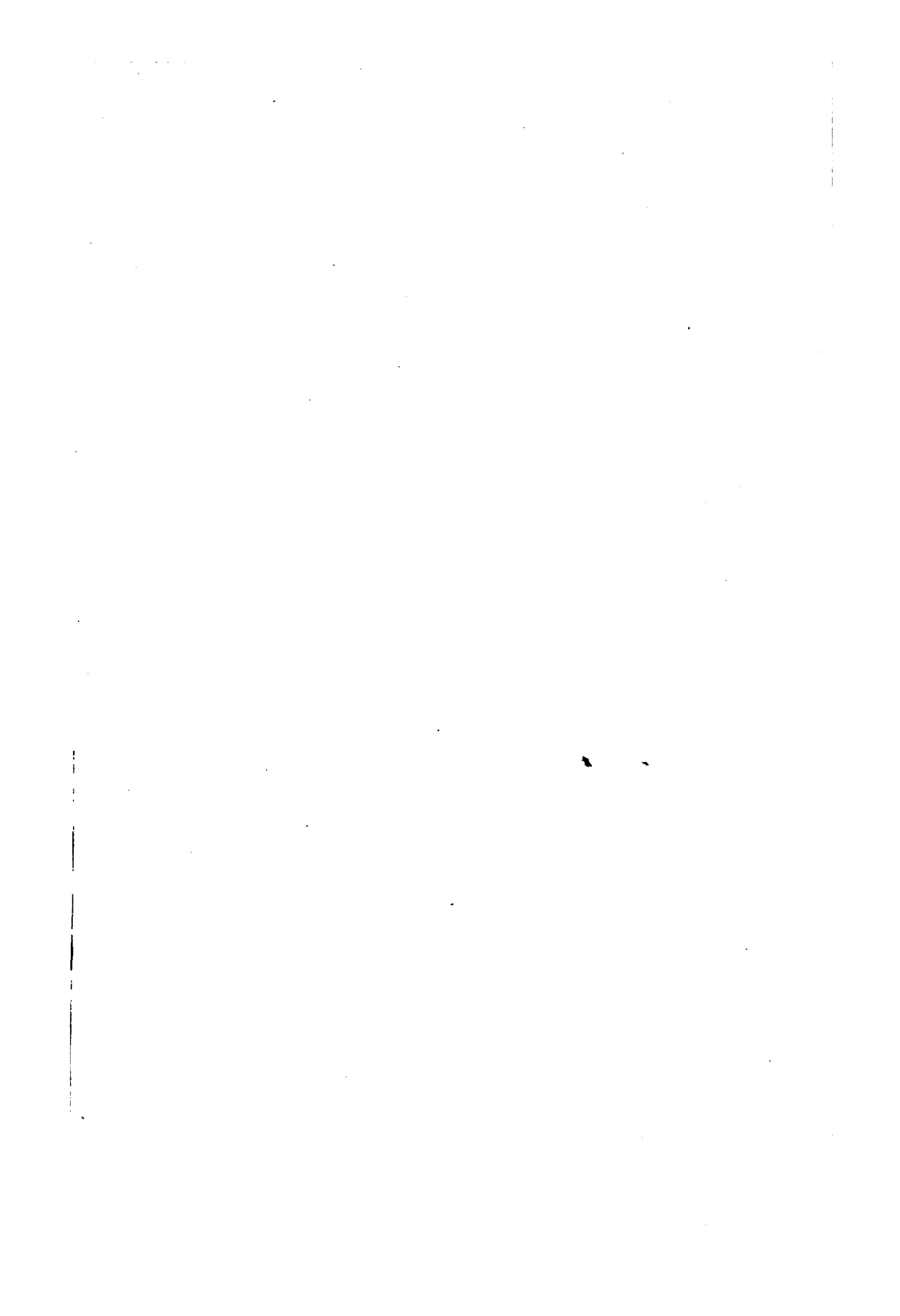
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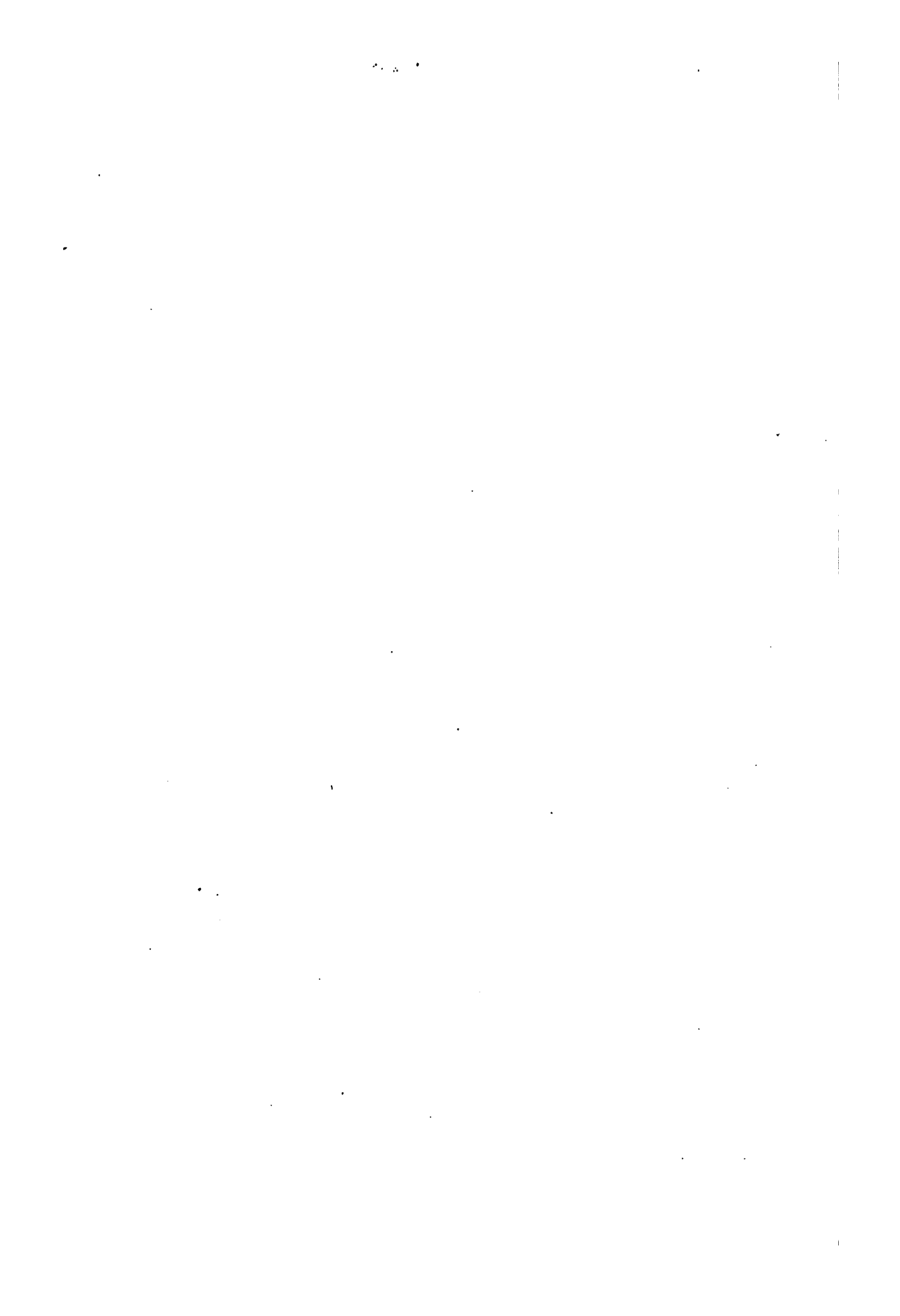
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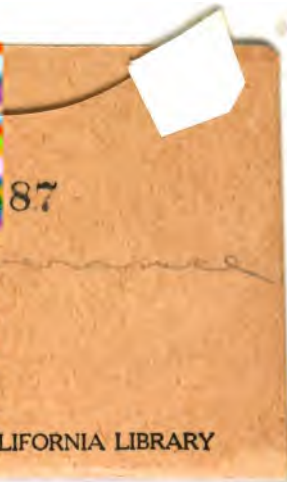
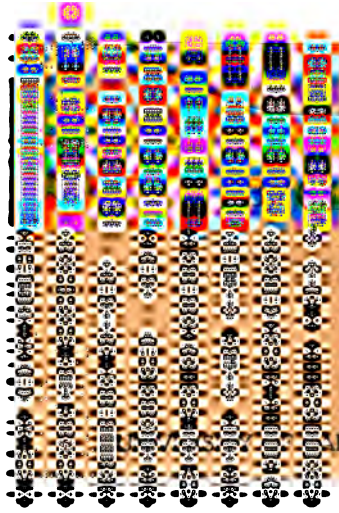
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